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SPECIAL EMBASSY PROGRAM

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FOR ADMIN AND CLO FROM FLO

E.O. 12958: N/A

TAGS: KFLO, AMGT

SUBJECT: FOREIGN SERVICE YOUTH AWARDS 2004-2005

1. The Family Liaison Office is assisting the Foreign Service Youth Foundation (FSYF) to encourage the nomination of candidates for the Harry M. Jannette Foreign Service Youth Award for International Community Service and the Una Chapman Cox Foreign Service Youth Award for Domestic Community Service for the year 2004-5. The Harry M. Jannette Award honors teenagers who have demonstrated outstanding volunteer efforts overseas either in community service or in service to their peers while facing the challenges of growing up in an internationally mobile lifestyle. The Una Chapman Cox Award honors teenagers who, while living in the United States, have demonstrated outstanding volunteer efforts either in community service or in service to their peers related to the challenges of growing up in an internationally mobile lifestyle.

2. The Harry M. Jannette Award for International

Community Service features two top awards, including a certificate of recognition for their work overseas and a \$3000 savings bond. The Una Chapman Cox Award for Domestic Community Service first place award features a certificate of recognition for volunteer efforts in the United States and a \$2,000 savings bond. All award winners will be invited to the Youth Awards Ceremony at the Department of State to receive their certificates. The winners will be announced in late spring 2005.

3. Eligibility: Students in grades 7-12 are eligible. For the Harry M. Jannette Award for International Community Service, nominees must be children of U.S. Government employees from any agency serving abroad under Chief of Mission authority. For the Una Chapman Cox Award for Domestic Community Service, nominees must be children of U.S. government employees from any agency who have served abroad under Chief of Mission authority, and who now reside in the U.S. Previous award winners are not eligible.

4. Awards Criteria: The nominee should have demonstrated outstanding volunteer efforts either in community service work or with peers. The selection committee will evaluate the volunteer efforts of the nominees.

The Harry M. Jannette Award for International Community Service nominations must include the following:

A. Description of the project or volunteer activity. Explain how this project or activity incorporated any or all of these elements:

- Increased the awareness of the needs, or served the needs of a particular group, or
- Encouraged relationships with the host country, or
- Kept alive an American tradition, or
- Met an emergency need.

B. Description of the level of impact the volunteer work made on the group it is meant to serve.

C. Description of the duration of commitment. Be sure to include the number of years, or months, or approximate number of hours the nominee committed to this activity or activities.

D. Description of the uniqueness of the volunteer activity that makes this nominee's contributions extraordinary.

E. Several paragraphs of narrative description and examples of the nominee's contributions that provide information for the evaluating criteria stated above.

The Una Chapman Cox Award for Domestic Community Service nominations must include the following:

A. Description of the project or volunteer activity. Explain how this project or activity incorporated any or all of these elements:

- Increased the awareness of the needs, or served the needs of a particular group, or
- Encouraged relationships among Foreign Service young people to assist with adjustment to life in the United States, or
- Met an emergency need.

B. Description of the level of impact the volunteer work made on the group it is meant to serve.

C. Description of the duration of commitment. Be sure to include the number of years, or months, or approximate number of hours the nominee committed to this activity or activities.

D. Description of the uniqueness of the volunteer activity that makes this nominee's contributions extraordinary.

E. Several paragraphs of narrative description and examples of the nominee's contributions that provide information for the evaluating criteria stated above.

5. Nomination Procedure: The Family Liaison Office will be accepting nominations on behalf of the Foreign Service Youth Foundation. The nomination forms for the Harry M. Jannette Award for International Community Service and the Una Chapman Cox Award for Domestic Community Service will be posted on the FLO website at [www.state.gov/m/dghr/flo](http://www.state.gov/m/dghr/flo). You may also contact the Family Liaison Office for an electronic, faxed, or hard copy of a nomination form.

6. Teens may be nominated by anyone who knows of their accomplishments, particularly parents since they have knowledge of their children's accomplishments preceding the current post. Teens also may also nominate themselves. All nominations must include supporting letters of recommendation from community members such as teachers, counselors, coaches, or other authority figures. Winning nominees traditionally have submitted outstanding documentation from several people outside of their immediate family.

7. All nominations must also include the following contact information:

A. Name of nominee;

- B. Date of birth;
- C. Name of parent(s);
- D. Social Security numbers for nominee and family members;
- E. Post mailing address and summer address;
- F. Post email and summer email addresses;
- G. All appropriate telephone numbers at post, as well as any summer telephone contact information if known;
- H. Post, if overseas, for the Harry M. Jannette Award of International Community Service.  
Former post, if in the U.S., for the Una Chapman Cox Award for Domestic Community Service;
- I. School currently attending, and year in school;
- J. Agency that employs the parent.

8. Photos, especially digital photos, of the nominee involved in community service are encouraged but not required. Photos of the project in action but that do not have identifying facial features of the nominee are also welcomed for possible use on the U.S. Department of State website. Videotapes and DVDS are not accepted. Selected winners will be notified in April/May.

9. Submission of an overseas nomination must include: a signed statement from an appropriate person at the Embassy or Consulate (the CLO, Admin Officer, or DCM would be suggested) who would verify the nominee is a member in good standing of the Embassy (Mission) Community. The post official is welcome to add to the nomination but this is not required. There is no restriction on number of nominees submitted per post. Posts are encouraged to forward all applications received.

10. Submission of a domestic nomination must include: a signed statement from an appropriate person from the nominee's school or other community organization who would verify the nominee is a community member in good standing. While not required, this official is invited to contribute to the nomination.

11. Nominations should be emailed, faxed (202) 647-1670, or mailed to:

Rebecca Grappo  
Education and Youth Officer  
Family Liaison Office, Room 1239

Department of State  
Washington, DC 20520-7512

Call Rebecca Grappo at (202) 647-1076 for further information, or email GrappoRN@state.gov.

12. Deadline for receipt of nominations is Friday, April 16, 2005. Please contact FLO by phone, fax, or email if you have submitted an application via mail to assure its arrival is anticipated. Expect a confirmation from FLO that the nomination has been received. If you do not receive a confirmation please contact FLO by another method. Nominations received after April 16th might arrive too late for consideration.

13. MINIMIZE CONSIDERED  
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